

Scope of Work and Statement of Qualifications

FLOOD DAMAGE PREVENTION ORDINANCE TOOL

PURPOSE

To provide a technical solution for the creation of a Flood Damage Prevention Ordinance (FDPO) preparation tool for the South Carolina Department of Natural Resources (SCDNR). The proposed solution should be a web-based application that will allow the user community to create project specific ordinances and calculate the Community Rating System (CRS) credit points affected by the ordinance.

PROJECT DESCRIPTION

The South Carolina Department of Natural Resources (SCDNR) is in need of a Flood Damage Prevention Ordinance preparation tool. This tool will assist local government officials in the creation of a community specific floodplain ordinance. There are a minimum of four templates that will be included in this project. Each template is specific to both the source of flooding (coastal or riverine) and type of jurisdiction (county or municipal). The tool should guide the user through the questions required to complete the desired ordinance type. In addition, the user must be able to save entered data so that the information required can be generated in multiple work sessions. The user will be able to generate the ordinance and store this new document on their local disk storage.

The National Flood Insurance Program's (NFIP) Community Rating System (CRS) was implemented in 1990 as a program for recognizing and encouraging community floodplain management activities that exceed the minimum NFIP standards. The National Flood Insurance Reform Act of 1994 codified the Community Rating System in the NFIP. Under the CRS, flood insurance premium rates are adjusted to reflect the reduced flood risk resulting from community activities that meet the three goals of the CRS: (1) reduce flood losses; (2) facilitate accurate insurance rating; and (3) promote the awareness of flood insurance.

The tool should have the:

- Ability to calculate and display the incremental changes in the jurisdiction's CRS rating as the user enters the data needed to complete the ordinance document;
- Ability to produce an ordinance checklist based on the wizard selections;
- Flexibility for locals to choose an outlining format to match their current ordinance scheme;
- Have initial setup template for other States to enter in their enabling legislation for adaptation by other State jurisdictions.
- The tool will be able to be downloaded and web-based allowing for user options.

CONTRACT TASKS

1. The Consultant will prepare design documentation that provides the necessary level of detail to transfer the business rules of the system to the development team consisting of representatives from DNR and the consultant. A copy of these materials will be provided to the SCDNR for review.
2. Create a web-based application that will have the ability to insert text based on the user's responses, calculate CRS points, produce well-organized written ordinance documents and produce a reference document using FEMA's Ordinance checklist template that can be

printed or downloaded by the user in Adobe .pdf format. The Checklist will be a crosswalk between the wizard generated ordinance and the federal regulations.

3. The Consultant will execute the proposed solution and provide SCDNR with an installation package for implementation.
4. The Consultant will work closely with the SCDNR to ensure the web-based solution is successfully deployed to a SCDNR maintained or other designated hosting service.
5. A Certified Floodplain Manager (CFM) will be an interregal part of the development of this tool.

TECHNICAL SPECIFICATIONS

1. The templates, workflow and business rules will be developed and stored in the Oracle 10g relational database management system running on the Linux operating system.
2. Stored database procedures will be developed in Oracle's PL/SQL scripting language.
3. The web interface will operate with the Oracle Application Server (OAS) running on the Linux operating system.
4. All web pages must be compliant with 508c accessibility standards and will be approved by the SC DNR Webmaster prior to implementation.

REPORTING REQUIREMENTS

1. Oral report to the SCDNR Project Officer (PO) on a weekly basis.
2. Written summary report of tasks completed along with recommendations for improvements to the PO on a weekly basis.

QUALIFICATIONS

1. The Consultant will need to demonstrate a minimum of 10 years experience in the development of Oracle database and applications using web-based interfaces.
2. The Consultant will need to be proficient in PL/SQL for Oracle 10g and will need to support Oracle Application Server which is our web server software.
3. The Consultant shall have audited and approved DCAA rates.
4. The Consultant will need to have a government approved purchasing system.
5. The Consultant will need to have a Certified Floodplain Manager as an integral part of the project team.
6. The Consultant will need to demonstrate previous experience with the National Flood Insurance Program's Community Rating System Program.

DELIVERY SCHEDULE

Deliverable	Due Date
Detailed Design Document	
Prototype for User Testing/Review	March 31, 2006
Webmaster review for standards compliance	
Fully Functional Installation package	June 30, 2006

SUBMISSION FORMAT

Proposals submitted shall be no loner than 30 pages inclusive of the cover letter. It should be typed using a font size of 12 or larger on 8 ½ x 11 sheets, singles spaced, one-sided only with no less than one inch margins. To facilitate recycling the use of binders, dividers, tabs, etc is prohibited. One staple or binder clip in the upper left hand corner is preferred. Color printing is allowable.